

Job Title	Location	Salary	Job Type	Close Date
Direct Sales Representative	San Jose, CA	Check with employer	N/A	Continuous
Retail Sales Representative	Union City, CA	Check with employer	N/A	Continuous
Retail Sales Representative	San Francisco, CA	Check with employer	N/A	Continuous
Retail Sales Representative	Pleasant Hill, CA	Check with employer	N/A	Continuous

Steps to locate entry level positions:

1. Go to this site: <http://www.comcast-jobs.com/>
Click on the **Select a Location** (optional) drop-down box and click California
Click on the **Search** button to proceed to the next page
2. A List of current job openings will show.
 - On the left side of the page, you will see many options that break down job information such as: *Job Categories*, *US State*, *US City*, and *Jobs Posted Within* a specific time range.
In the **Jobs Posted Within**, click **Last Week** to see the most recent job postings.
3. Click on different job postings to see the requirements for the position.
 - Most entry level positions titles include: sales representative, administrative assistant, sales account coordinators.
 - Make sure to review all the requirements that are on the job posting.
4. Once you have found a position that closely meets your skills and experience, click **Apply Now** to apply online.
 - A new page will open asking for your full name, e-mail and agreement to data privacy statement. Then it will give you an online application to apply to further entry-level jobs they might have.
5. *Note:*
 - When setting up an online application, make sure you have all up-to-date documents (resume, cover letter, references, transcripts, etc.) saved on your computer, e-mail and/or USB drive so you can access it for your application.
 - Apply to the postings as soon as possible, since there are no closing dates to any of the postings that are listed.
 - Most positions may not fit your current skills and experience now, but you can use a job description that you are interested in as reference to what you would like to achieve as you receive further training and/or education in this specific industry.